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April 1, 2020

Wisconsin Department of Workforce Development
Dislocated Workers Unit
P.O. Box 7972
Madison, Wisconsin 53707.

Mayor Eric Genrich
City of Green Bay
100 N. Jefferson Street
Green Bay, WI 54301

**Re: Van's Supply & Equipment, Inc. – Green Bay, WI
Notice and Announcement of Employee Furlough**

Ladies and Gentlemen:

On behalf of Van's Supply & Equipment, Inc. (the "Company"), please take notice that due to unexpected and unforeseen business circumstances related to the COVID-19 pandemic and natural disaster, the Company has or will place a total of 37 employees on unpaid furlough as set forth herein.

Effective March 29, 2020 the Company placed 29 employees working at the Company's facility located at 2821 S. Oneida Street, Green Bay, WI on unpaid furlough. Effective April 5, 2020 the Company is placing an additional 8 employees working at the same facility on unpaid furlough. At this time, the anticipated end date of the furlough period for all 37 employees is May 1, 2020. During the furlough, the Company will continue paying health insurance premiums for its employees who had elected coverage under the Company's group healthcare plans.

Please be advised of the following information:

- *Name and Address of Affected Employment Site:* Van's Supply & Equipment, Inc, 2821 S. Oneida Street, Green Bay, WI
- *Contact Person for Further Information:* Drew Vander Perren, dvanderperren@vanshonda.com, 920-499-5483
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- *Nature of Action:* As of April 5, 2020, 37 employees working at this location will be on an unpaid furlough. The furlough results from unexpected and unforeseen business circumstances related to the COVID-19 pandemic and natural disaster. At this time, the furlough is not expected to be permanent.
- *Expected Date:* The affected employees received notice on March 29, 2020. At this time, the anticipated end date of the furlough period for all 37 employees is May 1, 2020.
- *Job Titles and Number of Employees Affected:* This information is summarized in Attachment A to this letter.
- *Bumping Rights:* The affected employees do not have bumping rights.
- *Union Representation:* No union represents any of the affected employees.

This notice is being sent solely in an effort to engage the State's Rapid Response resources on behalf of our affected employees, and to assist our employees in finding temporary alternate employment, as well as to effectively apply for unemployment insurance (UI) benefits with the State. We will update this notice in the event the furlough period is expected to change. Please let us know how we can effectively help your team help our employees.

Please contact the undersigned at dvannderperren@vanshonda.com or 920-499-5483 if you have any questions or require any additional information.

Thank you,



Drew Vander Perren
Van's Honda



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ATTACHMENT A

<u>JOB TITLE</u>	<u>NUMBER OF AFFECTED EMPLOYEES</u>
Service Advisor	5
Technician	11
Parts Advisor	2
Body Shop Coordinator	1
Office Administration	4
Sales Consultant	12
Detail Person	1
Sales Manager	1